



NATIONAL ENDOWMENT FOR THE

Humanities

OFFICE OF **DIGITAL HUMANITIES**

DIGITAL HUMANITIES

IMPLEMENTATION

GRANTS (for projects beginning September 2014)

Deadline: February 19, 2014

Catalog of Federal Domestic Assistance (CFDA) Number: 45.169

Items referred to in this document needed to complete your application:

- ☐ Budget instructions
- ☐ Budget form
- ☐ Grants.gov application package and instructions

Also see the **application checklist** at the end of this document.

Questions?

Contact the NEH Office of Digital Humanities (ODH) via e-mail at odh@neh.gov. Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call. Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

Submission via Grants.gov

All applications to this program must be submitted via Grants.gov.

To submit an application via [Grants.gov](https://www.grants.gov), you must have an up-to-date Entity record in the [System for Award Management](https://www.grants.gov) (SAM). Entity records must be updated at least annually. We strongly recommend that you update (or, if necessary, create) your SAM Entity record at least four weeks before the application deadline, and that you complete or verify your Grants.gov registration at least two weeks before the application deadline.

I. Program Description

This program is designed to fund the implementation of innovative digital-humanities projects that have successfully completed a start-up phase and demonstrated their value to the field. Such projects might enhance our understanding of central problems in the humanities, raise new questions in the humanities, or develop new digital applications and approaches for use in the humanities. The program can support innovative digital-humanities projects that address multiple audiences, including scholars, teachers, librarians, and the public. Applications from recipients of NEH's Digital Humanities Start-Up Grants are welcome.

Unlike NEH's start-up grant program, which emphasizes basic research, prototyping, experimentation, and potential impact, the Digital Humanities Implementation Grants program seeks to identify projects that have successfully completed their start-up phase and are well positioned to have a major impact.

Proposals are welcome for digital initiatives in any area of the humanities. Digital Humanities Implementation Grants may involve

- research that brings new approaches or documents best practices in the study of the digital humanities;
- implementation of computationally-based methods or techniques for humanities research;
- implementation of new digital tools for use in humanities research, public programming, or educational settings;
- efforts to ensure the completion and long-term sustainability of existing digital resources (typically in conjunction with a library or archive);
- scholarship that examines the history, criticism, and philosophy of digital culture and its impact on society;
- scholarship or studies that examine the philosophical or practical implications of the use of emerging technologies in specific fields or disciplines of the humanities, or in interdisciplinary collaborations involving several fields or disciplines; or
- implementation of new digital modes of scholarly communication that facilitate peer review, collaboration, or the dissemination of humanities scholarship for various audiences.

Successful projects must make digital innovations and be significant to the humanities.

All projects must already have completed a start-up phase prior to application. The earlier phase of the project could have been supported by an NEH Digital Humanities Start-Up Grant or by another funding source. (Please see the Application and Submission Information section for more details.)

All funded projects will be required to submit a white paper at the end of the grant period. This white paper should document the project, including lessons learned, so that others can benefit. This white paper will be posted on the NEH website. (Please see the Award Administration Information section for more details.)

All proposals will be required to include both a *sustainability plan* that discusses long-term support for the project and a *data management plan* that discusses how research data will be preserved. (Please see the Application and Submission Information section for more details.)

Types of projects not supported

Digital Humanities Implementation Grants may not be used for

- projects that mainly involve digitization;
- support for recurring publications (such as the creation of a journal);
- conferences, professional meetings, or workshops;
- acquisition of computer equipment or software in excess of 20 percent of the grant total;
- work in the creative or performing arts;
- work undertaken in the pursuit of an academic degree;
- projects that seek to promote a particular political, religious, or ideological point of view; or
- projects that advocate a particular program of social action.

Research and development projects that seek to address major challenges in preserving or providing access to humanities collections and resources should consider another NEH grant program, [Preservation and Access Research and Development](#). Projects seeking to build or digitize collections, create general-use archives, or develop reference resources like dictionaries and encyclopedias should consider the [Humanities Collections and Reference Resources](#) program. Please contact ODH program staff if you have any questions.

Providing access to grant products

As a taxpayer-supported federal agency, NEH endeavors to make the products of its grants available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH grant products. For the Digital Humanities Implementation Grants program, such products may include software code, algorithms, digital tools, reports, articles, and websites. For projects that lead to the development of such products, all other considerations being equal, NEH gives preference to those that provide free access to the public.

II. Award Information

Awards are for one to three years. Awards range from \$100,000 to \$325,000.

During fiscal year 2014, NEH estimates that it will make three to five awards in this program.

Cost sharing

Cost sharing consists of the cash contributions made to a project by the applicant and third parties, as well as third party in-kind contributions, such as donated services and goods. Cost sharing is not required for Digital Humanities Implementation Grants. However, applicants are welcome to use cost sharing for implementation projects in which the total budget exceeds the NEH grant limit.

Other award information

A grant from NEH for one stage of a project does not commit NEH to continued support for the project. Applications for each stage of a project are evaluated independently.

III. Eligibility

Eligibility is limited to

- U.S. nonprofit organizations with IRS tax-exempt status; and
- state and local governmental agencies and federally recognized Indian tribal governments.

Individuals are not eligible to apply.

Degree candidates may not be project directors.

Project directors may submit only one application to this program at a time, although they may participate in more than one Digital Humanities Implementation Grant project. They may also apply for other NEH awards.

When two or more institutions or organizations collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others.

NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Late, incomplete, or ineligible applications will not be reviewed.

IV. Application and Submission Information

HOW TO PREPARE YOUR APPLICATION

Application advice and draft proposals

Before submitting a proposal, applicants are encouraged to contact program officers who can offer advice about preparing the proposal and review draft proposals. Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date. Draft proposals are optional; if you choose to submit one, send it as an attachment to odh@neh.gov.

Staff comments on draft proposals are not part of the formal review process and have no bearing on the final outcome of the proposal, but previous applicants have found them helpful in strengthening their applications.

Applicants are also encouraged to consult the sample narratives from successful applications, which are available on the [program resource page](#).

You will prepare your application for submission via Grants.gov just as you would a paper application. Your application should consist of the following parts.

1. **Table of contents**

List all parts of the application and corresponding page numbers.

2. **List of participants**

On a separate page, list all project participants and collaborators and their institutional affiliations, if any. The names on this list should match the names mentioned in the staff section of the project's narrative description. The list should also include the names of advisory board members and those submitting letters of support, if any. The list is used to ensure that prospective reviewers have no conflict of interest with the projects that they will evaluate.

3. **Abstract and statements of innovation and humanities significance**

Provide a one-page, single-spaced abstract written for a nonspecialist audience, clearly explaining the project's principal activities, and its expected results. For additional details about who will read your application, and the requirement that your materials be understood by a nonspecialist audience, see the Frequently Asked Questions document, which is available on the [program resource page](#).

After the abstract, provide the following two brief (no more than five hundred characters) statements:

Statement of Innovation: using the description of innovation found in the Frequently Asked Question document (to which a link can be found on the [program resource page](#))

as a starting point, briefly explain—in terms comprehensible to a general audience—how and why the project is innovative. It is appropriate to focus on the innovative work done during your start-up phase. If you have questions about how innovation is understood in this context, refer to the Frequently Asked Questions document.

Statement of Humanities Significance: briefly explain—in terms comprehensible to a general audience—the humanities significance of the proposed project (that is, what the project will contribute to a particular discipline or field, and what it will contribute to the humanities more generally).

4. Narrative

The narrative should not assume specialized knowledge, and it should be free of jargon. It should clearly define technical terms so that they are comprehensible to a nonspecialist audience.

Applicants should provide an intellectual justification for the project and a work plan. The narrative should not exceed ten single-spaced pages. All pages should have one-inch margins, and the font size should be no smaller than eleven point. The narrative should address the long-term goals for the project, as well as the activities that the Digital Humanities Implementation Grant would support. Applicants should keep in mind the criteria (see the Application Review section) used to evaluate proposals.

Provide a detailed project description that addresses the following topics.

- **Humanities significance**

Provide a clear and concise explanation—comprehensible to a general audience—of the project activities and the ultimate project results, including their intellectual value to scholars, students, and general audiences in the humanities. Describe the scope of the project activities, the major issues or research questions to be addressed, and their significance to the humanities.

- **Innovation: methods and digital technology**

Describe in detail the project approach, explaining how it is innovative. For projects that are developing new methods, techniques, or tools, describe the technologies, platforms, and approach that you plan to use and how they will help you address your central research questions.

If you are requesting complete or partial funding for the development, acquisition, preservation, or enhancement of geospatial data, products, or services, you must conduct a due diligence search at the Data.gov [list of datasets](#) to discover whether the needed geospatial-related data, products, or services already exist. If not, you must produce the proposed geospatial data, products, or services in compliance with applicable proposed guidance posted at www.fgdc.gov. For further information on this requirement, please see [Article 34 of the General Terms and Conditions for Awards](#).

- **History of the project and start-up phase results**

The Digital Humanities Implementation Grants program funds projects that have already demonstrated their potential value during an earlier planning or start-up phase. Please describe this earlier work, as well as the results of any testing or evaluation of it. Explain why this project should now begin to be implemented. Please provide references to this earlier work (for example, by including URLs in

this section of the narrative, or by providing relevant attachments in an appendix).

Provide a clear explanation of how the earlier start-up phase has positioned the project for successful execution. Describe how the implementation phase will enable the project to fulfill its goals.

Provide a concise history of the project, including previous related work, previous financial support, publications produced, and resources or research facilities available.

- **Environmental scan**

Provide a clear and concise summary of an environmental scan of the relevant field. The goal of an environmental scan is to take a careful look at similar work being done in the applicant's area of study. For example, if you are developing software to solve a particular humanities problem, please discuss similar software developed for other projects and explain how the proposed solution differs. If there are existing software products that could be adapted and re-used for the proposed project, please identify them and discuss the pros and cons of taking that approach. If there are existing humanities projects that are similar in nature to your project, please describe them and discuss how they relate to the proposed project. The environmental scan should make it clear that you are aware of similar work being done and should explain how your proposed project contributes to and advances the field.

- **Work plan**

- Include a schedule of important tasks and milestones for the length of the project. Describe each task in some detail, noting which team members will be involved.
- Identify any risks and note how they might adversely affect the overall schedule. Describe your strategies to mitigate these risks, so as to keep the project on budget and on schedule.
- Describe plans for evaluating the results of the project activities. These plans will typically involve people from outside your project team, for example, evaluators drawn from your intended audience.

- **Staff**

Identify the project director and collaborators who would work on the project during the proposed grant period. Explain how their technical competency and humanities qualifications will enable them to fulfill their responsibilities. Project directors must devote a significant portion of their time to their projects. List all persons directly involved in the conduct of the proposed project—whether their salaries are paid from grant funds or cost share—here and in the budget, indicate their anticipated commitments of time, and explain the reasons for and nature of their collaboration.

If the project has an advisory board, provide a statement of its function here and the board members' names in the list of participants section of the application. Include the board members' résumés in the résumés section of the application, which is discussed below.

- **Final product and dissemination**

Describe the plans to disseminate the project results through various media (printed articles or books, presentations at meetings, electronic media, or some combination of these). Explain how your white paper will detail the activities of the project and how it could be useful to the field.

Projects developing new software are encouraged to make the software free in every sense of the term, including the use, copying, distribution, and modification of the software. Open-source software or source code should preferably be made publicly available through an online repository such as [SourceForge](#) or [GitHub](#).

5. Sustainability plan

Prepare a sustainability plan for your project. This plan should discuss the long-term financial needs of the project and show how the project will continue to be able to meet its goals after the grant has ended. The plan must address potential institutional support or future funding streams necessary to allow the project to thrive beyond the grant period. The content of the plan will, of course, vary, depending on the activities being undertaken during the grant period. You may wish to consult the NEH-funded Ithaka report [Sustaining Digital Resources: A Briefing Paper for Leaders of Projects with Scholarly Content](#) (PDF) for tips on putting together your plan. The plan may not exceed three pages.

6. Data management plan

Prepare a data management plan for your project. The plan should describe how your project team will manage and disseminate data generated or collected by the project. For example, projects in this category may generate data such as software code, algorithms, digital tools, reports, articles, research notes, or websites.

In 2011, the National Science Foundation (NSF) began requiring all proposals to include data management plans. As a result, many universities and other institutions have developed data management policies and guidance for their faculty. NEH realizes that many institutions apply to both NEH and NSF, so it has made its data management plan requirement identical to NSF's. We hope that these identical policies will better enable grantees to take advantage of emerging data management resources at their home institutions. For further guidance on the content of this plan, please see [Data Management Plans for NEH Office of Digital Humanities Proposals and Awards](#) (PDF). The plan may not exceed two pages.

7. Project budget

Using the instructions and the sample budget, complete the budget form (MS Excel format) or a format of your own that includes all the required information. You can find links to the budget instructions, budget form, and sample budget on the [program resource page](#).

If you are claiming indirect costs, attach a copy of your institution's current federally negotiated indirect cost rate agreement to the budget form. Alternatively, you can use NEH's rate of up to 12 percent of the total direct costs, less distorting items (including

but not limited to capital expenditures, participant stipends, fellowships, and the portion of each subgrant or subcontract in excess of \$25,000).

All project directors will attend a planning meeting at the NEH offices in Washington, D.C. Directors should budget accordingly for a one-day meeting in the first year of the requested grant period.

Budget narrative

Include a brief narrative supplement to the budget, explaining projected expenses or other items in the financial information provided on the NEH budget form. The budget narrative may be single-spaced.

Applicants are advised to retain a copy of their budget form.

8. Résumés

Include brief (two-page) résumés for each of the principal project participants, as well as members of the advisory board.

9. Letters of commitment and support

Include letters of commitment from participants and cooperating institutions. Include letters of support (preferably no more than two) from experts in the project's subject area, the proposed methodology, or the technical plan. For more information about letters of support, see the Frequently Asked Questions document, which is available on the [program resource page](#).

10. Appendices

If applicable, include wireframes, screen shots, or other project schematics. Include as well relevant materials from the project's start-up phase—for example, evaluation reports that help explain the project's potential, initial results, or significance. Materials in this section may not exceed ten pages.

HOW TO SUBMIT YOUR APPLICATION

The application must be submitted to Grants.gov. Links to the Grants.gov application package and instructions for preparing and submitting the package can be found on the [program resource page](#).

Deadlines

Program staff recommends that draft proposals be submitted at least six weeks before the deadline. Time constraints may prevent staff from reviewing draft proposals submitted after that date.

Applications must be received by Grants.gov on or before February 19, 2014.

Grants.gov will date- and time-stamp your application after it is fully uploaded. Late applications will not be reviewed.

V. Application Review

Evaluators are asked to apply the following criteria:

1. The intellectual significance of the project for the humanities, including its potential to enhance research, teaching, and learning in the humanities.
2. The quality of innovation in terms of the idea, approach, method, or digital technology, and the appropriateness of the technology employed in the project.
3. The quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression.
4. The feasibility of the plan of work, including whether the project would be ready to be implemented by the close of the grant period and whether the activities would significantly contribute to the project's long-term goals.
5. The qualifications, expertise, and levels of commitment of the project director and key project staff or contributors.
6. The reasonableness of the proposed budget in relation to anticipated results.

Review and selection process

Knowledgeable persons outside NEH will read each application and advise the agency about its merits. NEH staff comments on matters of fact or on significant issues that otherwise would be missing from these reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

VI. Award Administration Information

System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, an applicant organization must maintain current information in its Entity record in the System for Award Management (SAM), which now administers the former Central Contractor Registry (CCR). You must therefore review and update the information in your Entity record at least annually after the initial registration, and more frequently if required by changes in your information or another award term. In order for you to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in your Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register or update your Entity record.

Award notices

Applicants will be notified of the decision by e-mail in August 2014. Institutional grants administrators and project directors of successful applications will receive award documents by e-mail in September 2014. Applicants may obtain the evaluations of their applications by sending an e-mail message to odh@neh.gov.

Administrative requirements

Before submitting an application, applicants should review their [responsibilities as an award recipient](#) and the [lobbying certification requirement](#).

Award conditions

The requirements for awards are contained in the [General Terms and Conditions for Awards](#), the [Addendum](#) to it, any specific terms and conditions contained in the award document, and the applicable [OMB circulars governing federal grants management](#).

Reporting requirements

A schedule of report due dates will be included with the award document.

Reports must be submitted electronically via [eGMS](#), NEH's online grant management system.

A final performance report will be required and interim reports may be required, depending on the length of the grant period. Further details can be found in [Performance Reporting Requirements](#).

A final [Federal Financial Report](#) (SF-425, PDF) will be due within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

A white paper will be required and will be due within ninety days after the end of the grant period. This white paper should document the project, including lessons learned, so that others can benefit. The white paper will be posted on the NEH website.

VII. Points of Contact

If you have questions about the program, contact the ODH staff at odh@neh.gov. Applicants wishing to speak to a staff member by telephone should provide in an e-mail message a telephone number and a preferred time to call.

If you need help using Grants.gov, refer to

Grants.gov: <http://www.grants.gov/>

Grants.gov help desk: support@grants.gov

Grants.gov customer support tutorials and manuals:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html>

Grants.gov support line: 1-800-518-GRANTS (4726)

Grants.gov [troubleshooting tips](#)

VIII. Other Information

Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at guidelines@neh.gov; the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download the application package from Grants.gov.** The [program resource page](#) on NEH's website has a direct link to the package. You can also search Grants.gov for this program.
- ☐ **Complete the following forms contained in the Grants.gov application package.**
 1. Application for Federal Domestic Assistance - Short Organizational
 2. Supplementary Cover Sheet for NEH Grant Programs
 3. Project/Performance Site Location(s) Form

4. Attachments Form—Using this form, attach the parts of your application as described in the guidelines:

ATTACHMENT 1: Table of contents (name the file “contents.pdf”)

ATTACHMENT 2: List of project participants (name the file “participantslist.pdf”)

ATTACHMENT 3: Abstract, statement of innovation, and statement of humanities significance (name the file “abstract.pdf”)

ATTACHMENT 4: Narrative (name the file “narrative.pdf”)

ATTACHMENT 5: Sustainability plan (name the file “sustainability.pdf”)

ATTACHMENT 6: Data management plan (name the file “datamanagement.pdf”)

ATTACHMENT 7: Budget, budget narrative, and—if you are claiming indirect costs—a copy of your institution’s current federally negotiated indirect cost rate agreement (name the file “budget.pdf”)

ATTACHMENT 8: Résumés (name the file “resumes.pdf”)

ATTACHMENT 9: Letters of commitment and support (name the file “letters.pdf”)

ATTACHMENT 10: Appendices, if any (name the file “appendices.pdf”)

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don’t already have software to convert your files into PDFs, many low-cost and free software packages will do so. You can learn more about converting documents into PDFs [here](#).

Upload your application to Grants.gov. NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov.